

From: **Whittaker, Frank M** <frank.m.whittaker@wv.gov>
Date: Fri, Jul 21, 2023 at 3:04 PM
Subject: Re: Need approval for an emergency purchase.
To: Dale Malcomb <dmalcomb@wvpublic.org>
Cc: Sheets, Mike - Purch <william.m.sheets@wv.gov>, Larry D McDonnell <larry.d.mcdonnell@wv.gov>, Tyler Garner <tgarner@wvpublic.org>, Totten, Mark L <mark.l.totten@wv.gov>

[Preview attachment EBAr73103 Ltr to Dir Purch Emergency Request.pdf](#)



[EBAr73103 Ltr to Dir Purch Emergency Request.pdf](#)
[106 KB](#)

Dale,

Your emergency request for delivery and rental of a temporary tower is approved. Please note this is not an approval to use any specific vendor or brand components. Please follow all emergency procedures outlined in most current versions of the Purchasing Division Handbook.

On Fri, Jul 21, 2023 at 2:49 PM Dale Malcomb <dmalcomb@wvpublic.org> wrote:
Mike:

Please review the attached request for an emergency purchase at your earliest convenience.

Thank you.

Dale Malcomb
Purchasing Coordinator
Information Technology Manager
Fleet Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
dmalcomb@wvpublic.org

West Virginia Public Broadcasting
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www.wvpublic.org



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Frank Whittaker, CPPB, NIGP-CPP

Assistant Director

West Virginia Purchasing Division

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frank.m.whittaker@wv.gov

APPROVED
7/21/23
7/21/23

Mike Sheets
Purchasing Director
West Virginia Purchasing Division
Phone: (304) 558-0492
Email: William.M.Sheets@wv.gov

July 21st, 2023

Dale Malcomb
Purchasing Coordinator
Phone: (304) 254-7858
Cell: (304) 222-9252
Email: DMalcomb@WVPublic.Org

Re: Emergency purchase of temporary tower for our Keyser microwave site.

Mr. Sheets:

As you are aware, we have been upgrading our microwave sites and equipment to meet requirements mandated by the Federal Communications Commission (FCC). We have almost completed all the work but have run into an issue at our Keyser location.

A few years ago, one of our lessees performed modifications on our tower to install extra equipment. Evidently no one inspected their work because our structural analysis prior to changing our Television antenna indicated that the work was not done to specification, the tower was overloaded by 39%, and it is unsafe to perform the FCC mandated modifications. We have reviewed multiple solutions and determined that the only way forward to meet the FCC deadlines is to install a temporary, mobile tower at our site until our primary issues can be resolved. The FCC deadline for this work is August 15th, 2023, and a permanent solution will require a minimum of six to twelve months.

If we do not meet the FCC deadline, we risk losing our broadcast license for the Keyser area which would be devastating to our mission. We are asking for your permission to have a temporary tower installed at our Keyser microwave site so we can meet the FCC deadlines and continue operating until a permanent solution is performed.

We currently have one estimate of \$69,660.00 for the delivery and twelve month rental of a portable tower. It is unlikely that we will have additional quotes as we have been unable to find another available mobile tower for rent, but we will try. We have a contract for tower work and will have the tower stabilized and our equipment installed onto it utilizing this existing contract. We don't expect any additional costs, but we will submit change orders if necessary. Also, if we complete the permanent work earlier than expected, we will return the mobile tower to save additional monthly fees.

Please let me know if you have questions or need more information.

As always, thank you for your time and consideration. We greatly appreciate it.

Sincerely,



C. Dale Malcomb